



## WSIPP Job Recruitment—Application Developer

**Opened:** February 13, 2015

**Closes:** March 6, 2015

**Salary Range:** \$4,107.00 to \$4380.60 per month of part-time/0.60 FTE work (DOQ)

### Special Note

This is a part-time (60%) overtime-exempt, “at-will” appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. The position is eligible for benefits.

### Washington State Institute for Public Policy Profile

The Washington State Institute for Public Policy (WSIPP) is a nonpartisan public research group located in Olympia, the hub of Washington State government. WSIPP is a team of multidisciplinary researchers who conduct applied policy research for the state legislature in a creative and collaborative environment.

WSIPP is strongly committed to the core values of quality and impartiality. Created in 1983, WSIPP has become nationally and internationally recognized for the design, depth, and quality of its research reports and benefit-cost analyses.

### Position Purpose

The Application Developer will provide WSIPP staff with software programming expertise and support, including maintaining and improving WSIPP’s custom software tools, developing new applications as needed, and developing and updating WSIPP’s website as needed. The selectee will be responsible for working independently and seeking guidance from the Director, Assistant Director, and Research Associates to ensure that new and existing software is developed and maintained in accordance with the needs and wishes of WSIPP staff and that the website meets the needs of users.

The Application Developer will also administer WSIPP databases related to the website and custom software applications and troubleshoot any issues that arise.

### Nature and Scope

WSIPP conducts research at the direction of the state legislature. Previous research topics have included criminal justice, education, child welfare, mental health, substance abuse, and health care.

The ideal candidate will have a general interest in government and public policy; strong computer programming, collaboration, and communication skills; and an eagerness to learn.

## Essential Functions

Software Development: Develop and improve upon existing WSIPP-developed software applications:

- ✓ *Effect-size model (ESM).* The ESM is a client-server application which allows WSIPP staff to track reviews of evidence and run meta-analyses to summarize knowledge about specific topics of interest to the legislature. The ESM consists of a custom-developed C# application and a database housed on a local SQL server. WSIPP staff use the ESM on a daily basis to perform critical research tasks; the application supports multiple concurrent users. The initial application has been developed in C#, using a Microsoft .NET platform. We anticipate the need for ongoing maintenance as well as additional improvements by staff request.
- ✓ *Benefit-cost model (BCM).* The BCM is a growing and continuously evolving tool that is essential to WSIPP's core functions. The BCM is a complex Excel workbook with additional functionality made possible by Visual Basic code modules. The Application Developer is responsible for writing code for continuous improvements by staff request.
- ✓ *Other applications.* This position will also be responsible for identifying needs for developing and maintain other types of software applications and proposing technical solutions to minimize redundancies and maximize efficiency. A key responsibility of this position will be consulting with WSIPP staff while developing and maintaining software applications.

Website Development: WSIPP's website is database-driven; the webhost is provided by Washington State Consolidated Technology Services (CTS). Development, testing, and troubleshooting can be done on virtual servers. The Application Developer administers the database and monitors day-to-day security and functionality of the website but is not responsible for maintaining the hardware. The Application Developer is responsible for making improvements and additions to the website and working with CTS to troubleshoot and diagnose website-related issues, as needed.

Database Administration: Administer and troubleshoot WSIPP databases related to the ESM, BCM, and website. These databases are frequently accessed by WSIPP staff; error-free operation is of key importance. Other databases may become necessary in the future as software is improved and developed; this position will be responsible for creating and administering these databases.

Technical Assistance: Become "resident expert" in the technical components of WSIPP software tools. Work closely with WSIPP staff to ensure technical knowledge of software is communicated and documented.

## Additional Duties

Complete other projects upon request. The Application Developer's work portfolio may vary depending on evolving organizational needs.

## Knowledge, Skills, and Abilities

- Ability to:
  - work diplomatically, professionally, and in a nonpartisan manner
  - use discretion and maintain confidentiality
  - work in a team environment with a high degree of personal accountability and self-direction
  - work with groups and individuals from diverse backgrounds in a professional and courteous manner
  - work under pressure, handle multiple tasks, and prioritize competing demands
  - independently perform complex tasks and projects
  - strategically plan projects, track their progress, and communicate effectively with WSIPP staff regarding deadlines and deliverables
  - read, understand, interpret, and comply with policies, procedures, and regulations
- Strong interpersonal and communication skills and ability to represent WSIPP professionally and to establish and maintain collaborative working relationships internally and externally
- Advanced skill in creating custom software applications

## Minimum Qualifications

- Bachelor's Degree
- At least two years' work experience related to software development
- At least two years' work experience related to web development
- Work or academic experience performing research
- Demonstrable proficiency in the following technology:
  - Microsoft Office Suite applications (2007 or later), including (but not limited to) Word, Excel, and Access
  - HTML, CSS, and JavaScript
  - Developing applications with the Microsoft .NET platform
  - C#
  - SQL
- Interest in and/or familiarity with the Washington State Legislature and public policy process

## Desired Qualifications

- Master's degree or graduate-level coursework in a related field
- Four years' work experience related to software development
- Four years' work experience related to web development
- One year of work experience with research-based responsibilities
- One year of work experience with project management responsibilities
- Work experience at the Washington State Legislature, in Washington State government, and/or a similar setting
- Advanced proficiency in the following technology:
  - Microsoft Excel: facility with all data display types, formulas, macros, user forms, and statistical and reference worksheet functions
  - Microsoft Access: familiarity with building and troubleshooting databases
  - HTML/CSS: experience building and troubleshooting HTML/CSS-based websites
  - Developing custom software applications with the Microsoft .NET platform
  - C#
  - SQL
  - Visual Basic
- Proficiency in statistical software packages such as SAS, STATA, or equivalent
- Demonstrated interest in public policy issues and/or the work of WSIPP

## Work Environment

The part-time Application Developer works in an office environment with occasional meetings in a group setting. Flex scheduling is allowed, and a partial telecommuting schedule may be approved by the Director.

## Conditions of Employment

Must provide proof of identity and employment eligibility within three days of beginning work.

## To Apply

Please visit <http://www.evergreen.edu/employment/jobs/2015-012SM.htm> to apply.